



## *Parks, Recreation and Neighborhood Services*

### APPLICATIONS

The first step is to complete a Field Use Application. It is important that you understand that completing an application is not a guarantee that a reservation will be issued. Only when all items requested have been completed and approvals granted will a permit be issued. Please complete the application as thoroughly as possible. Information omitted from the application delays the reservation process.

1. Applications must be made a minimum of twenty (20) business days prior to the desired date of use. Applications submitted after this time are subject to additional processing fees.
2. Applications may be submitted:
  - a. With a check via mail.
  - b. In person at the City of San Jose's Field Reservations Unit. Cash, check, or credit cards may be used. The Field Reservations Unit is open Monday through Friday from 9:00am – 5:00pm.
  - c. Fax reservations will only be accepted with a credit card number.
  - d. Telephone Reservations will not be accepted.
3. Checks must be made out to "City of San Jose."
4. Credit card payments will be accepted with a signature of the cardholder on file.
5. You may call 408-369-3907 to speak with the Field Reservations department.
6. All applicants must be at least 18 years of age or older and must be present throughout the entire use of the rental.
7. The application fee is due at the time the reservation is requested. No application will be processed without the application fee.
8. Upon completion of your application, it will be reviewed by Field Reservations Staff. If the date and field are available, a Tentative Reservation and a detailed bill will be mailed within 10 business days to the person submitting the application.
9. Full rental fees, applicable deposits, and proof of insurance are due 5 business days after the Tentative Reservation is made.
10. The Field Use Permit will be issued after fees and proof of insurance have been provided. The Tentative Reservation will be cancelled if fees and proof of insurance are not provided within 5 business days of the Tentative Reservation.
11. Applicants paying fees less than thirty (30) days in advance must pay by cash, Cashier's check, Visa, or MasterCard. Personal or business checks will not be accepted less than 30 days prior to intended use.

## *Field Use Policy & User Guidelines for Reserving Sporting Fields/Courts*

No events may be scheduled before 9:00am or past dusk, with the exception of lighted softball fields that may be scheduled no later than 10:00pm. The time stated on your application should be the actual time you wish to gain entry to the field and the time you anticipate being cleaned-up and gone.

Some uses may require that the applicant obtain a Certificate of Insurance or hire City of San Jose Police Security. These requirements will be noted on the Facility Reservation Contract and must be provided 30 days prior to the use of the field. If requirements are not met five days after the tentative reservation, the Facility Reservation Contract will be cancelled.

Applications are not confirmed until the applicant receives the *Field Use Permit*. Absolutely no publicity or invitations should be distributed until the applicant receives official confirmation.

***A separate Application and Application Fee must be submitted for each park.*** Multiple fields at the same park will be considered one reservation for the Application Fee only. Separate fees must be paid for each field used, even if located at the same park.

## USER PRIORITY

Reservations will be taken on a first come first serve basis and will be considered for all reservations according to the following priority:

1. Programs conducted by the Parks, Recreation and Neighborhood Services Department.
2. Programs conducted by other City of San Jose Departments.
3. Programs conducted by or for youth, senior citizens, or the disabled.
4. Programs conducted for adults.

***Applications are not automatically renewed. Time slots and park sites are not guaranteed from one year to the next without the appropriate paperwork being submitted.***

## WHEN TO APPLY

1. Long Term Reservations (defined as 2 days or more of use) will be accepted

twice a year.

- a. Reservations for Spring/Summer (March – August) will be accepted after January 1st.
  - b. Reservations for Fall/Winter (September – February) will be accepted after July 1st.
  - c. Applications received prior to these dates will be returned to the applicant.
2. Single day use reservations may be filed up to six months in advance of the desired date.
  3. Reservations for programs conducted by the City of San Jose Parks, Recreation and Neighborhood Services Department will be accepted up to one year in advance.

## CANCELLATION/REFUNDS

The City's cancellation policy has been developed to discourage the last minute cancellation of events. A primary goal of the Field Reservations Unit is to offer low-cost sports field or court use for organized groups. If a cancellation is received on short notice, the City's ability to re-rent the facility is severely limited. The cancellation/refund policy is therefore structured to offer the greatest refund in instances where the City has the highest probability of re-renting the field.

1. In the event that a cancellation of a confirmed reservation is necessary, it is the applicant's responsibility to provide immediate written notification of such intent to cancel use. City staff will not be held responsible for cancellations made by telephone. The earlier the notice is provided, the greater the refund of use fees.
2. Cancellations will only be accepted from the applicant (the person who signed the reservation application), not from anyone else acting on their behalf. This policy is designed to prevent the unauthorized cancellation of an event.
3. Cancellation fees will be charged on the following basis:
  - a. 30 days or more prior to the start of use: 5% of fee.
  - b. Fewer than 30 days prior to start of use: 10% of fee.
  - c. There is a \$10.00 fee any time a reservation is changed.
4. The City of San Jose reserves the right to cancel any use of facilities and/or equipment in emergency situations or when deemed necessary for the safety and best interests of the customers, the City of San Jose, and all concerned.

In such cases, the City will provide a full refund of all fees and deposits paid. Every effort will be made to notify user of a cancellation at the earliest possible date.

5. Refunds will not be issued for inclement weather.

## **LIABILITY/INSURANCE**

1. In order to obtain a permit for the use of facilities owned by the City of San Jose, it will be necessary to obtain comprehensive general insurance that:
  - a. Has a minimum limit of \$1,000,000 Combined Limit for bodily injury and property damage.
  - b. Names the City of San Jose, its officers, and employees as additional insured against any and all liability arising or resulting from your usage of said premises.
  - c. The policy must read:  
City of San Jose  
Department of Parks, Recreation and Neighborhood Services  
3369 Union Avenue, Suite 120  
San Jose, CA 95124
  - d. The policy must include the name of the park and the dates of use.
  - e. The policy must also name the school district whose facilities the group is using, its officers and employees as additional insured against any and all liability arising or resulting from your use of said premises.
  - f. All additions to the policy shall be in the form of an endorsement, a copy of which shall be added to the certificate of insurance evidencing proof of coverage.
  - g. The certificate of insurance for the required policy must be filed in the Sports Reservations Office PRIOR to the use of the facility.
2. The applicant will be responsible for any and all damage to the City's premises, equipment, and property. If after an activity, additional janitorial maintenance is required (in excess of normal cleaning services/time), the applicant will be charged accordingly.
3. The applicant will be held responsible for all actions, behavior, and damages caused by his/her guests/attendees.
4. The individual or organization granted use is responsible for reimbursing the City for any loss or damage to property caused by such use.
5. The City has the right to revoke any permit(s) issued due to the group causing damage to the field by inappropriate behavior or activities caused by the group's use of the field.

## **SECURITY**

Any group numbering over 100 individuals and/or depending upon the event's magnitude must make arrangements with the Field Reservation Unit for a Reserve Police Officer to be in attendance. The Reserve Police Officer will be paid current wages by the permit holder. This payment (cash or money order) must be paid directly to the Reserve Police Officer at the start of the event. The Reserve Police Officer must be on duty ½ hour prior to and ½ hour after the rental. Arrange for Reserve Police Officers at least 60 days prior to event. Permits will not be issued until the Officers are reserved.

## **WINTER SCHEDULE/RAIN DAYS/WET FIELDS**

1. All sport fields in the City of San Jose are closed to adult usage during the months of December through February to allow the fields to rejuvenate.
2. On rain days, our staff will check field conditions and make a decision on use for that day by 2:00pm Monday to Friday or by 8:00am on Saturday and Sunday.
3. Applicants should call the Field Conditions Hotline, 408-879-9977 extension to confirm the status of the fields. The hotline will be updated as conditions change.
4. If a footprint leaves an impression in the turf or if the sod is removed easily with a cleat, this is considered a wet field.
5. Knowledge of a group playing on and damaging turf will result in the immediate cancellation of that permit. No refund will be granted.
6. Refunds will not be issued for inclement weather.

## **RESTROOMS**

Some parks do not have restrooms available. If you are renting a field at one of those parks, you may need to rent portable facilities depending on the size and type of event. The Field Reservations Unit will make those arrangements for you. Restroom Reservations must be made a minimum of twenty (20) business days prior to the desired date of use. Fees will be charged accordingly.

## **GENERAL RULES AND REGULATIONS**

The Director of Parks, Recreation and Neighborhood Services or an authorized

representative retains the right to set conditions and requirements suitable to safe, reasonable, and orderly use of the Park (San Jose Municipal Code, Section 4402.1). A Permit may be revoked for cause (Park Ordinance Section 13.44.20).

1. Any person(s) violating the established Rules and Regulations or constituting a public nuisance may be required to leave the premises.
2. The misuse of the Field, failure to conform with field regulations, or any other Federal, State or Local law, rule, regulation, or ordinance shall be sufficient reason for immediate termination of permit. No refund will be granted.
3. Permittees are only to use those fields specifically designated on the Field Use Permit. There may be another group following yours, so it is essential that the field is vacated by the scheduled ending time.
4. If San Jose residency is falsified, all fees and field reservations will be forfeited and future permits will not be issued for the period of 1 year.
5. Gambling on the Park premises is prohibited. Gambling shall be defined as any game of skill, chance, or raffle, played with cards or any other device for money or any other representative item of value.
6. Vendors selling food or other items may be subject to an additional fee for the right to conduct sales on public property. Vendors must adhere to all State, County, and City health requirements. The Field Reservations Coordinator will help coordinate this contract. Sales of any kind must be approved in writing by the Director of Parks, Recreation, and Neighborhood Services at least 90 days prior to use. The City requires a percentage of gross sales.
7. A 5% admission tax is required for all events charging an admission fee.
8. No amplified sound is permitted in any park without an Amplified Equipment Permit (San Jose Municipal Code Section 10.16.030). To obtain an Amplified Equipment Permit, please contact the Special Park Use Coordinator at 408-277-4191.
9. City of San Jose staff shall have the right to enter all fields at any time during any and all use for observation of activities.
10. The City of San Jose reserves the right to revoke or suspend the right to make a reservation as a means of a disciplinary action.
11. Permits/reservations cannot be transferred, assigned, or sublet.
12. If extra garbage cans are required for your event, you can rent additional cans through the Department of Transportation for a fee or you may purchase your own.
13. The following are not allowed in any City of San Jose Park:
  - a. Alcohol

- b. Portable lights
  - c. Portable barbecues
  - d. Use of any chemicals on the field or turf
  - e. Decorations may not be tied, stapled, etc. to plants or structures
  - f. Egg toss or water balloon games
  - g. Helium balloons of any type, due to flight path of local airports (article 2.4, section 21650.1, Airport Manual)
14. No vehicles are to be driven or parked on Park property, except under strict staff supervision. Any unauthorized vehicle on park property will be cited and towed.
15. No advertising shall be exhibited without the written permission of the Director of Parks, Recreation, and Neighborhood Services. Request shall be directed, in writing, to the Director of Parks, Recreation, and Neighborhood Services at least 90 days prior to the date of use.
16. City of San Jose staff shall regulate or prohibit such activity or use, which in his/her judgment is determined to be of a hazardous nature or is potentially dangerous or damaging to property or is not in the best interests of the citizens of the City of San Jose.
17. The City Council shall have the authority to waive or modify these rules at their discretion. Any and all requests/variances shall be considered individually and shall not be automatically applied as a matter of precedent to past or future uses of a similar nature. Request for waiver of any stated rule shall be directed, in writing, to the Director of Parks, Recreation, and Neighborhood Services at least 90 days prior to the date of use.
18. The City reserves the right to amend fees and charges as deemed necessary. Previously approved reservations will not be affected by new rates.
19. The Department of Parks, Recreation, and Neighborhood Services is not responsible for accident, injury, or loss of individual property.
20. Rental policies and rates are subject to change. This Field Use Policy superseded any policy now in effect and will take effect starting November 1, 2001. (Revised 6-24-02)